

ATTACHMENT A
INSTRUCTIONS FOR ABSTRACTS
FOR SPECIAL PURPOSES

Indian General Assistance Program (GAP)
FY08 Funding Announcement

Tribes or Tribal Consortia who wish to be considered for additional funding for special purposes described in the Funding Announcement in Section V.C. (Page 6) must prepare and submit an abstract no later than December 24, 2007. An abstract is a one-page description of proposed tasks and their costs, with basic and specific information provided about the applicant.

Abstracts will be considered for the following:

Circuit Rider programs

Training and special assistance

Host 2009 Tribal Leaders Summit

For each type of abstract, basic information needed should include the following:

1. Name of the Tribe
2. Contact person for more information
3. Timeframe for the project
4. Estimated cost to complete

Specific information for the different types of abstracts is found below:

1. Circuit Rider Program

- A. Describe and give examples of the applicant's successful administrative and financial management of EPA and/or other federal grants.
- B. Describe the applicant's experience or ability to provide on-site training and assistance to Tribes in its geographic area.
- C. Provide the number and name of area Tribes that have expressed a desire to obtain assistance from the applicant. (Note: documentation will be required if a formal application is requested.)

2. Training and Special Assistance

- A. Provide a statement of interest in sending your GAP grant project manager and financial and/or administrative staff responsible for grant compliance to Seattle for training and technical assistance from EPA Grant Specialists.
- B. Confirm willingness and ability to bring administrative and financial records to Seattle.
- C. Confirm willingness to implement recommended changes in grants management.

3. 2009 Tribal Leaders Summit Host

- A. Conference facilities available to the host Tribe
 - Ownership of the facilities, and relationship to Tribal government
 - Number of attendees' facility can accommodate, including plenary space and break-out rooms

- Whether the facility offers catering, and/or allows conference host to provide food prepared by the host Tribe to attendees at the facility
- B. Lodging facilities
- Number of hotels or other types of lodging in proximity to conference facility, and total number of rooms available
 - Ownership of lodging, and relationship to Tribal government
 - Distance from each type of lodging to conference facility
 - Proposed or available means of transporting attendees from lodging to conference facility
- C. Field Sessions and other area Attractions
- Description of nearby Tribal resources, natural or cultural, available for field sessions
 - Recreational activities available to conference attendees, on-site or nearby
- D. Travel to Conference
- Accessibility of conference site and lodging by area highways, ferries, and airports
- E. Host Conference Experience
- Experience of Tribal staff hosting meetings or conference of similar size and scope
- F. Key costs to be funded under the estimated cost to complete (item D, above)